

## **208 TRAINING**

### **208.1 PURPOSE AND SCOPE**

It is the policy of this department to administer a training program that will meet the standards of federal, state, local and Missouri Peace Officer Standards and Training (POST) Commission training requirements. It is a priority of this department to provide continuing education and training for the professional growth and progressive development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the public.

### **208.2 PHILOSOPHY**

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels and legal mandates. Whenever reasonably possible, the Department will use courses certified by the Missouri POST Commission or other regulatory or nationally recognized entities.

### **208.3 OBJECTIVES**

The objectives of the training program are to:

Enhance the level of law enforcement service to the public.

Improve safety and service through current best practice procedures

Increase the technical expertise and overall effectiveness of department personnel.

Provide for continued professional development of department personnel.

Assist in compliance with statutory requirements.

### **208.4 TRAINING PLAN**

It is the responsibility of the Training and Recruitment Sergeant to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and department-required training is completed by all employees. The plan shall include a systematic and detailed method for recording and logging of all training for all personnel. While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training and Recruitment Sergeant shall review the entire training plan on an annual basis. The plan will include information on curriculum, training material, training facilities, course and student scheduling. The plan will address the state-required, minimum-mandated training of licensed officers or hiring of civilian employees.

Training listed may be provided in basic training programs. The Training and Recruitment Sergeant is responsible for ensuring members of the Department have been trained as required.

#### **208.4.1 MANDATED TRAINING**

Federally mandated training:

# COLUMBIA POLICE DEPARTMENT

## Policy Manual

---

National Incident Management System (NIMS) training (once depending upon position and rank),

State-mandated training:

Licensed members of the Department must successfully complete basic preparatory training before being granted licensed status and performing the duties of a peace officer (§ 590.040, RSMo).

Licensed members of the Department shall complete no less than 48 hours of continuing education training every three years as prescribed by POST (§ 590.050, RSMo).

### **208.4.2 DEPARTMENT TRAINING REQUIREMENTS**

Training requirements include, but are not limited to the following:

- Pursuit driving
- Firearms training
- Defense tactics
- CED, impact weapon, chemical weapon or other control devices
- All response to resistance policies
- Search, seizure and arrest
- Ethics

### **208.5 TRAINING NEEDS ASSESSMENT**

The Training and Recruitment Unit will conduct an annual training needs assessment and complete a report of the training needs, including recommendations from the Training Committee. The training needs assessment report will be provided to the Chief of Police and staff. Upon review and approval by the Chief of Police, the needs assessment will form the basis for the training plan for the following fiscal year.

### **208.6 TRAINING COMMITTEE**

The Training and Recruitment Sergeant shall establish a Training Committee, which will serve to assist with identifying training needs for the Department.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Committee should review include, but are not limited to:

- Any incident involving the death or serious injury of an employee.
- Incidents involving a high risk of death, serious injury or civil liability.
- Incidents identified by a supervisor as appropriate to review to identify possible training needs.

The Training and Recruitment Sergeant will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and available resources.

**208.7 TRAINING PROCEDURES**

All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:

Court appearances  
Prearranged vacation  
FMLA  
Physical limitations preventing the employee's participation  
Emergency situations

When an employee is unable to attend mandatory training, that employee shall:

Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training. The employee will also notify the instructor or training facility of his/her absence, as necessary.

Document his/her absence in a memorandum to his/her supervisor.

Make arrangements through his/her supervisor and the Training and Recruitment Sergeant to attend the required training on an alternate date.

**208.8 MONTHLY TRAINING BULLETINS**

The Lexipol Monthly Training Bulletins (MTBs) are contained in a web-accessed system that provides training on the Columbia Police Department Policy Manual and other important topics. However, the number of MTBs may be adjusted by the Training and Recruitment Sergeant.

Personnel assigned to participate in MTBs shall only use login credentials assigned to them by the Training and Recruitment Sergeant. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should log off the system to prevent unauthorized access. The content of the MTBs is copyrighted material and shall not be shared with others outside of the Department.

Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

**208.10 FIELD TRAINING PROGRAM**

The Training and Recruitment Sergeant shall establish a field training program for recruit peace officers that are of sufficient duration to provide for the adequate orientation and training of the new peace officer in the lawful operations of the Department. The program shall establish procedures for the selection, appointment and training of Field Training Officers (FTO) and supervisors, the daily evaluation of recruits participating in the program and the rotation of FTO personnel to provide for the objective evaluation of recruit performance.